

Volunteer Position Description - Sample

Position Title: Day Chair

Purpose: Without a volunteer receptionist our small staff could not manage the programs that help Charles County seniors stay healthy and thrive. As the “first face” and “keeper of the keys” of the agency, you will receive many thanks and smiles for your assistance. The Day Chair represents the agency to the public who visit the agency’s offices Monday, Wednesday, and Friday from 9 a.m. - 4 p.m.

Location: The Day Chair works in the public reception area of the agency’s main office at 567 N. Oak St in Tulsa, OK.

Key Responsibilities:

- The Day Chair answers the main phone line and directs calls.
- Greets guests and directs them to other offices or locations.
- Answers questions about the agency and provides forms when necessary.
- Print out list of activities taking place that day at the agency’s office & satellite locations.
- Make reminder phone calls to other volunteers assigned to projects the following day.
- Opens the mail and distributes it.
- Records donations that come in and enters them in the database.
- Proofreads brochure copy when time allows.
- Helps prepare bulk mailings.
- Prepares correspondence as needed.
- Other duties as assigned.

Reports to: Assistant Director of the Charles County Agency on Aging

Length of Appointment: The Day Chair is assigned to one day per week for a period of three months. After three months, the Day Chair may be reappointed for another three months at the discretion of the supervisor. After six months, the person who is serving as Day Chair may rotate to another position within the agency.

Time Commitment: One day per week (M, W, or F) for six hours (9-12 am and 1-4 pm), for a minimum of three months.

Qualifications: Basic knowledge of computer and data entry. Pleasant manner, patience, problem-solving ability, dependability.

Support: Training for this position will be provided. In addition, the Assistant Director will be available for questions and assistance.

Benefits: Learn or use the skills needed to run a busy reception office by joining our team. On the occasion the reception area is slow, volunteers are welcome to read, listen to podcasts, or complete other work.